**Quotation Marks Rules**

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| 1. Use quotation marks to show exactly what a person says. If you use “that” then you don’t need to use quotations, because you aren’t making an exact quotation.   ☺ Pablo said, “Wow, Mr. Olsen’s lunch is awesome!”  ☺ Pablo said **that** Mr. Olsen’s lunch was awesome.  **Incorrect X** Pablo said that “Mr. Olsen’s lunch was awesome.” |
| 1. Always start a quotation with a capital letter except if you are continuing the same quotation in the same sentence.   ☺ Pablo yelled, **“Y**our classroom, Mr. Olsen, it’s on fire!”  ☺ **“Y**our classroom, Mr. Olsen,” Pablo yelled, **“i**t’s on fire!”  **Incorrect X** Your classroom, Mr. Olsen,” Pablo yelled, **“I**t’s on fire!” |
| 1. Always put a comma before the opening quotation mark.   ☺ Mr. Olsen ran from the lunch table and yelle**d, “**Oh no! My books! I have to save my books!” |
| 1. Put a punctuation mark before the ending quotation mark too.    1. a comma (,) if you are continuing the sentence after   ☺ “There was no fire after all. Hey, my lunch is gon**e,”** Mr. Olsen exclaimed when he got back to the cafeteria.   * 1. a period (.) if it is at the end of the sentence   ☺ Mr. Olsen lamented, “I’m so hungry. Someone stole my lunch**.”**   * 1. an exclamation mark (!) or question mark (?) if the person speaking is using one.   ☺ “Does anyone know who stole my lunch**?”** asked Mr. Olsen.  ☺ “Hey Pablo, come back with my lunch right now**!”** yelled Mr. Olsen. |
| 1. When you write dialogue with several speakers, you must indent and start a new paragraph with each new speaker of dialogue.   ☺ Pablo looked over and saw Mr. Olsen sitting down with his lunch. He turned to Pedro and said, “Wow, Mr. Olsen’s lunch looks awesome!” Then he crept up quietly behind Mr. Olsen and yelled, “Mr. Olsen, your classroom is on fire!”  **“O**h no! My books! I have to save my books!” Mr. Olsen yelled as he ran from the lunch table. He came back a few minutes later. “There was no fire after all. Hey, my lunch is gone,” he exlamied. He started going around the cafeteria and asked several people “Do any of you know who stole my lunch?”  **“N**ope, I haven’t seen it,” said Maria Paula.  **“M**e neither,” said Juan “are you sure you left it here?”  **“I** think Pablo has it,” answered Pedro. “Look he’s over there eating something really quickly.”  Mr. Olsen looked up and shouted “Pablo, come back with my lunch right now!” he started charging towards Pablo, who was sitting in the corner of the cafeteria.  **“M**gmmmph” Pablo replied as he ran away, mouth full of carne asada. |